



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date <b>16 Jan 72</b>		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. <b>2-72</b>			Date Received <b>17 JAN 72</b>	Date Completed <b>18 JAN 72</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Defense Building # 5 Room - Enlisted Section</b>			4. Person to Contact <b>J. G. Strange</b>	
			5. Working Title <b>Personnel Officer</b>	6. Tel. No. <b>627-2471 X18</b>
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.				
8. Inclusive Dates <b>1930-1971</b>		9. EXACT SERIES TITLE <b>National Guard Enlisted Men's 201 file (Personnel Files)</b>		
10. What function performed resulted in creation of this series				

10. To conduct enlisted personnel administration for members of the National Guard.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any This series contains the 201 files or Personnel Files for Enlisted Men serving in the Georgia National Guard beginning in 1930. The records are arranged alphabetically by name. The types of records included are (1) enlistment and discharge records; (2) medical examination reports; (3) classification, promotion, reduction special orders; (4) retirement credit records; (5) and documents pertinent to the career and assignments of the individual.							
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers		114	137.37	FLOOR SPACE OCCUPIED (Square Feet)		32	38.8
Legal-size File Drawers				In Office(s)		In Storage Area(s)	
				81			
				By Annual Accumulation		This Year's	Last Year's
				AVERAGE DAILY REFERENCES		25	
						Preceding Year's	All Prior Years'

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☐ YES ☒ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☒ YES ☐ NO  
Most information could be obtained from Morning Reports and payrolls.
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ YES ☐ NO  
As long as the individual lives he is entitled to a record of his service for certain claims and possible retirement purposes or personal use.
24. REQUIREMENTS. The following requires the files to be kept 75 years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☒ ADMINISTRATIVE DECISION    f. ☒ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. Upon discharge from the National Guard, withdraw record from active file; place in inactive file; cut off inactive file at the end of Calendar Year; hold one year in Current Files Area; then transfer to State Archives.

(Indicate briefly rationale for recommendations above/or write additional remarks):  
See item # 23

## (ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>J. G. STRANGE</i>	Recommendation prepared by <i>J. G. STRANGE</i>	Approved for Division Date <i>Charles H. Camp</i>	Record Management Officer Date <i>J. G. STRANGE</i> 6 JAN 72
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency <i>James B. ...</i>	Date 2/1/72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History <i>Carroll Hart</i>	Date 2-3-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State <i>DeW. ...</i>	Date 2-7-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia <i>Jimmy Carter</i>	Date 2-7-72